

TENURE AND PROMOTION GUIDELINES

DEPARTMENT OF CHEMISTRY
THE UNIVERSITY OF MEMPHIS

APPROVED: 01/18/2019

1. *Overview*

- a. The mission of the Department of Chemistry is to provide the citizens of Tennessee with access to the methods, theory, and tools of modern chemical science at a credible academic level.
- b. All candidates applying for tenure and/or promotion must meet department, college, and university criteria in effect at the time of the application. Submitted dossiers must comply with college and university requirements.
- c. Chemistry faculty will be expected to make contributions in all three traditional academic areas of teaching, research, and service. The level of effort in each area, and its weighting in tenure and promotion decisions, will not be expected to be equal, but will be determined in consultation with the Department Chair and the T&P Committee during the annual planning process.
- d. When a new faculty member is hired by the Department of Chemistry, the Chair of the Department will appoint a tenured member to act as mentor for him or her. It will be the candidate's responsibility in consultation with the mentor, T&P Chair and Department Chair to keep aware of University policies and procedures, tenure and promotion criteria, deadlines, changes, etc.

2. *Annual Evaluation and Planning*

- a. At the appropriate time during the spring semester, all faculty prepare an annotated report of their activities during the current academic year, and a plan for the next year. Reports and plans are submitted to the Department Chair.
 - i. In addition to the normal written annual report, tenure-track faculty during years 2 and 4 prepare and present a 30 min presentation that highlights their progress in the areas of teaching, research, and service to the T&P committee. This presentation is to be completed before **February 7** in consultation with the T&P Chair.
 - ii. Following discussion, the T&P committee will write a formal letter to summarize discussion of the tenure-track faculty's strengths and weaknesses in each of the three areas to be included in the candidates pre-tenure materials. This letter is to be submitted to the Chemistry Department Chair before **February 14**.

- b. The Department Chair will prepare a written evaluation and meet individually with tenure-track faculty to discuss their progress, evaluation, and future plans.
- c. The Department Chair will convene a general faculty meeting to discuss the state of the department before **March 1**. Modification to department tenure and promotion policies and guidelines will be discussed if necessary (see section 8 below).

3. *Mid-Tenure Review*

- a. In the spring of their third year, in addition to the normal annual review, tenure track faculty will prepare a file (in the same format as the tenure application) documenting their progress toward tenure, to be submitted by **January 31**. The candidate will prepare and present a 60 min presentation that highlights their progress in the areas of teaching, research, and service to the T&P committee. This presentation is to be completed before **February 7** in consultation with the T&P Chair.
- b. Following discussion, the T&P committee will write a formal letter to summarize discussion of the tenure-track faculty's strengths and weaknesses in each of the three areas to be included in the candidates pretenure materials. This letter is to be submitted to the Chemistry Department Chair before **February 14**.
- c. The Department Chair will review the file and evaluation, discuss them with the candidate, and prepare an independent evaluation. Both evaluations will be forwarded to the Dean of the College of Arts and Sciences.

4. *Criteria for Tenure and Promotion to Associate Professor*

- a. Demonstrated competency in teaching; evidence may include development and implementation of significant instructional methods or materials. Student evaluations are required for every section taught. Peer-evaluations of teaching by other faculty members and/or department chair are recommended. Candidates, after consultation with department chair and/or teaching mentors, are responsible for requesting peer-evaluations via the T&P Chair.
- b. Demonstrated scholarly productivity through refereed journal articles and presentations at professional meetings that are indicative of professional recognition of his/her research contribution. Patents* and licensed intellectual properties are valued equally with refereed journal articles.

* Provisional patent applications will be considered equivalent to publications only during the year of intellectual property protection provided. The work in a provisional patent application should either be used as the basis for a regular patent application or a publication after this one year period.

- c. Demonstrated persistent effort in securing external funding to support research and other scholarly activities through submission of grant/contract applications as leading PI and/or co-PI. These submissions should include substantially revised applications that appropriately address reviewer comments and concerns. Sponsored research through funded grant proposals and contracts will be highly valued in the tenure and promotion decision.
- d. An established academic research area, which may be narrow or broad. This research area must include independent research, but may also include collaborative research in which the candidate makes an essential scholarly contribution. Scholarly contributions should be indicative that further professional development will result in national recognition.
- e. Evidence of effective professional service to the Department, University, professional organizations, and/or community. Service may include participation in projects, committees, student recruiting, and other functions important to the advancement of the Department and the University, but does not include teaching, research, and directing graduate students.

5. *Criteria for Promotion to Professor*

- a. Demonstrated continuing high level of competency in teaching. Student evaluations are required for every section taught during the five years prior to the year of application. Peer-evaluations of teaching by other faculty members and/or department chair are recommended. Candidates, after consultation with department chair and/or teaching mentors, are responsible for requesting peer-evaluations via the T&P Chair.
- b. Demonstration of a continuing high level of research and scholarly productivity that denote national recognition is paramount. A consistent and significant recent publication record in refereed journals is required. Other possible considerations may include: designation as the principal investigator of an externally funded research program; recipient of a special grant for distinguished scholars; significant record of invitations to speak at national meetings or workshops; authorship of a textbook or monograph. Sponsored research through funded grant proposals will be highly valued in the promotion decision.
- c. Evidence of continued contributions to projects, committees, student advising, and/or functions of the Department and University that establishes a campus wide reputation for professional accomplishments that have directly benefited the students and faculty of the Department and University, and/or a significant record of service to nationally recognized professional organizations.

6. *Application Process*

- a. All candidates for tenure and/or promotion will make their intentions known to the T&P Committee Chair by **February 1**. The candidate will schedule a meeting with the T&P Chair before **May 1** to receive a checklist of the documentation and timeline required by the T&P Committee.
- b. The candidate, in consultation with the Department Chair and T&P Chair, will choose one committee member that will aid the candidate in preparing the necessary documentation for use by the Department T&P Committee, Department Chair, College T&P Committee, Dean, etc.
- c. The candidate must provide a list of potential external reviewers before **May 15**. No more than three reviewers will be chosen from the candidate's list, and no more than one reviewer may be from the candidate's mentors or collaborators. The candidate may also provide a list of no more than three potential reviewers to be excluded from consideration with justification. At least six external reviewers will be chosen by the T&P committee from names submitted by the Department Chair, committee members, and the candidate. The T&P Chair will contact potential reviewers so that at least six have been confirmed before **July 15**. The T&P committee shall approve the text of letters soliciting external reviews. In addition to reviewing the candidate's application, each reviewer will be asked to submit a summary vita and complete a brief statement of any relationship to the candidate.
- d. Materials to be submitted to external examiners should be provided to the T&P Chair no later than **July 1**. The T&P Chair will distribute the materials to the examiners with responses due by **September 1**. The T&PC chair will ensure that at least five letters are obtained in time to be included in the candidate's file.
- e. The candidate will present the complete file to the T&P Chair by **September 1**. The committee will examine the file on each candidate and may acquire additional data if necessary. One or more members of the Committee may conduct unannounced class visitations. The file will be considered closed immediately prior to convening the meeting of the T&PC at which the vote will be taken. No materials may be added or removed after this time.

7. *Committee Composition and Procedures*

- a. The Chair of the previous year's T&P Committee will call a meeting in **January** to elect a chair for the following year, and a representative to the College of Arts and Sciences tenure and promotion committee when necessary.
- b. The Department T&P Committee will consist of all tenured Associate and Full Professor faculty members who are

eligible to vote. Only Committee members eligible to vote may attend meetings. The following tenured faculty members are not eligible to attend meetings: Department Chair, the candidate's spouse. A quorum for the T&P Committee shall consist of two-thirds of the eligible faculty members.

- c. In cases of promotion, only those faculty members who hold rank equal to or above that to which the candidate aspires are eligible to vote.
- d. In the event that the Department has fewer than three faculty eligible for a T&P Committee, the Department Chair will recommend to the Dean appropriate faculty from related disciplines to constitute a committee of at least three members.
- e. The candidate must be discussed at one or more meetings of the T&P Committee prior to the meeting at which the vote is taken.
- f. Votes may only be entered by those present and participating in discussion of the candidate. Electronic means of participation that allow participation and that allow for anonymous voting are permitted when necessary.

8. Modification of Tenure and Promotion Guidelines

- a. Tenure and Promotion guidelines may be modified upon recommendations from the Department Chair and the T&P Committee, in response to departmental growth and change. In such cases, all tenured faculty (the T&P Committee and the Department Chair) will discuss and vote on revisions to tenure and promotion guidelines.
- b. Approved and revised T&P guidelines with clearly written revision dates will be distributed to all faculty members and posted to relevant University webpages. Earlier versions of T&P guidelines will be archived for at least five years.

Checklist for Files

Submitted dossiers must comply with college and university requirements, and should include:

1. A current and complete curriculum vita in the accepted university format.
2. A narrative that outlines past and present professional activities and future professional goals. The impact of these activities should be discussed.
3. Copies of papers that are in press or under review, and reprints of significant recent publications.
4. Information on publication outlets, i.e. whether or not the journal is refereed; print or electronic; impact factors; and whether it would be designated regional, national, or international.
5. Title page, abstract, and budget for every proposal submitted, whether funded, under review, or not funded.
6. Complete student evaluations, and a "Record of Courses" form, validated by the Department Chair's signature, listing term by term what courses were taught and the number of students enrolled in each.
7. A list of undergraduate and graduate research students supervised, and a brief summary of their accomplishments.
8. Any other evidence of teaching accomplishments, such as significant new instructional methods or materials.
9. Statement of service on committees, participation in local and national organizations including offices held, judging science fairs, talks to civic organizations, contributions to advising students, special projects, and any other activity which might fall into the area of service.
10. Anything else that the candidate feels will strengthen his or her case.

Timeline

Pretenure (Promotion to Associate Professor and Tenure Decision)

1. Year 1
 - a. Written annual report due at the appropriate time (as requested by the Department Chair)
2. Years 2 & 4
 - a. Written annual report due to Department Chair and T&P Chair before **January 31**.
 - b. Present a 30 min presentation on progress to tenure that highlights accomplishments in the areas of teaching, research and service before **February 7** (to be scheduled in consultation with the T&P Chair).
3. Year 3 (Mid-tenure Review)
 - a. Written report in the form of the formal tenure dossier due to Department Chair and T&P Chair before **January 31**.
 - b. Present a 60 min presentation on progress to tenure that highlights accomplishments in the areas of teaching, research and service before **February 7** (to be scheduled in consultation with the T&P Chair).
4. Year 5 (Tenure and Promotion Review)
 - a. Notify Department Chair and T&P Chair of intent to apply before **February 1**.
 - b. Schedule a meeting with the T&P Chair to discuss T&P advocate, necessary documentation, and the timeline before **May 1**.
 - c. Provide a list of external reviewer candidates to the T&P Chair before **May 15**.
 - d. Provide all materials to be made available to external reviewers (research narrative including funding received and applied for, etc.) to the T&P Chair before **July 1**.
 - e. Provide all additional materials to the T&P Chair before **September 1**.

Tenured (Promotion to Professor)

1. Promotion Review
 - a. Notify Department Chair and T&P Chair of intent to apply before **February 1**.
 - b. Schedule a meeting with the T&P Chair to discuss T&P advocate, necessary documentation, and the timeline before **May 1**.
 - c. Provide a list of external reviewer candidates to the T&P Chair before **May 15**.
 - d. Provide all materials to be made available to external reviewers (research narrative including funding received and applied for, etc.) to the T&P Chair before **July 1**.
 - e. Provide all additional materials to the T&P Chair before **September 1**.